



Leaving the federal service? Let the Army Career and Alumni Program (ACAP) ease the way. ACAP was created to help soldiers, Department of the Army civilians, and family members transition from federal service to civilian life. Army National Guard and US Army Reserve members who have completed 180 or more days of Active Army service are also eligible for ACAP services.

ACAP counselors help users establish individual transition plans (ITPs) that encompass education, training, and employment goals. ITPs help personnel identify actions and activities associated with the transition process and then organizes them into manageable tasks. Assistance is available in the following areas:

- ✓ Setting realistic objectives.
- ✓ Assessing abilities.
- ✓ Exploring the job market.
- ✓ Creating effective resumes.
- ✓ Applying for federal jobs.
- ✓ Performing your best at job interviews.
- ✓ Dressing for success.
- ✓ Evaluating and negotiating job offers.

ACAP provides two ways for users to search job opportunities online: ACAP job listings and a “spider” search. ACAP job listings represent opportunities posted by employers who are interested in hiring soldiers because of the personal traits and professional skills they possess. The spider search connects users with job opportunities through a search of what ACAP considers some of the best Web resources.

Eligible users can seek one-on-one help at their nearest ACAP center. Those who don’t live near an ACAP center can obtain assistance online at [www.acap.army.mil](http://www.acap.army.mil).

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